



CITY OF HOUSTON

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October 16, 2020

To All Prospective Bidders:

Subject: Letter of Clarification No. 1
Food Service Provider for Harris County and Surrounding Counties for HHD
Request for Proposals (RFP) No.: S60-T29414

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
 - To **extend** the Bid Opening Date from Thursday, October 22 to **Thursday, November 5, 2020**.
 - In the e-bid website, a **revised** RFP Solicitation has been uploaded to correct the numbering and lettering of the document and addenda.
 - To answer the following questions:

Question 1:	Part III, Scope of Work/ Technical Specifications, Page 8, Services Area: "Include approved sites in Harris, Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton. A provider must bid on all geographic areas in the RFP. A travel rate could apply to outlying counties. We reserve the right to modify, negotiate, or rescind this RFP if it is determined to be in the best interest of the Area Agencies on Aging and its consumers. Applications will be automatically rejected not including all service areas. " - A provider must bid on all geographic areas in the RFP?
Response:	Yes; a provider must bid on all geographic areas in the RFP. In the RFP, refer to Part III, Scope of Work/ Technical Specifications, Page 8, Services Area.
Question 2:	Part III, Scope of Work/ Technical Specifications, Page 8, Services Area: Applications will be automatically rejected not including all service areas?
Response:	Yes; applications will be automatically rejected if all services areas are not included. In the RFP, refer to Part III, Scope of Work/ Technical Specifications, Page 8, Services Area.
Question 3:	Our company provides food truck coordination services for independently owned and operated food truck businesses. After reading through the RFP, I would like to know if you take any exception to our business model of the use of subcontracted services to fulfill the RFP requirements.

Council Members: Amy Peck Jerry Davis Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Greg Travis Karla Cisneros
Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia Plummer Sallie Alcorn

Controller: Chris Brown

Response:	While we do not take exception with the business model, your organization would have to demonstrate how the Food Truck model would meet the following program requirements: (1) meals must be ordered two (2) days in advance, (2) each meal served must meet 1/3 State DRIs, and (3) meals must be served in a congregate setting.
Question 4:	Can our registered and licensed dietitian be subcontracted?
Response:	Yes; the Contractor may subcontract a license dietitian.
Question 5:	Do you have any guidelines or estimated price ranges for Type A congregate meals and Type G demand response meals? Do you know your previous contracted per unit rate?
Response:	<p>The proposer must take into consideration all of their expenses when submitting a response.</p> <p>In the previous contract, the estimated price range is the following:</p> <ul style="list-style-type: none"> Type A-Congregate Meals: \$2.77- \$3.42. Type G-Demand Response Meals: we do not have an estimated price rate, as we do not currently provide this service.
Question 6:	Could we get a waiver on this? Is there anything else we could provide?
Response:	<p>The contractor must meet the outlined Minimum Requirements.</p> <p>In the RFP, refer to Section B, Proposer Minimum Requirements, Page 4.</p>
Question 7:	What's the price per unit for food to seniors?
Response:	The RFP process is a competitive bid and is based on the volume of meals served. The estimated volume list is provided in the RFP on page 19.
Question 8:	How do we submit bids online?
Response:	<p>Proposals may not be submitted online. Hard copies of Proposals must be delivered to:</p> <p>City Secretary's Office City Hall Annex, Public Level 900 Bagby Street Houston, TX 77002</p> <p>In the RFP, refer, Part V, Submission of Proposal, Page 44.</p>
Question 9:	Can we submit bid early or do we have to do so on October 22, 2020?
Response:	Yes; Proposals may be submitted to City Secretary's Office earlier than November 5, 2020. Please note the change in the due date for the proposals listed above on this letter of clarification.
Question 10:	Meal Counts published in the RFP are higher than the actual Pre-COVID-19 meal counts per day by 2,479 meals. Can you share with us the source of the increased meal counts for the new contract period?
Response:	The source of the increased meal counts for the new contract period is population driven; as more older adults age into eligibility, the meal counts increase. Additionally, the increased meal counts will be based on the projected census data.
Question 11:	For the seven new sites listed in the RFP, can you tell us if the sites are self-op, or do they use a caterer currently?

Response:	The RFP does not include any new sites. The sites provided in the RFP are the same sites as those contained in the current contract.
Question 12:	On page 8, Part III, "Applications will be automatically rejected for not including all service areas", however, in the call it was said we would be able to curate our proposal and bid on only certain geographical areas. Please let us know which is correct.
Response:	A provider must bid on all geographic areas in the RFP. In the RFP, refer to Part III, Scope of Work/ Technical Specifications, Page 8, Services Area.
Question 13:	We are aware that you require a registered dietician to create the menus for the HCAAA, is this someone that we can contract specifically for this purpose or do they need to remain under our employment?
Response:	A registered dietician is required whether that individual is acquired via contract or is under full-time employment with the Contractor. Also, please note that Title 40, Part I, Rule §55.3 of the Texas Administrative Code defines a dietician consultant as "a dietician who is licensed by the Texas State Board of Examiners of Dietitians; or a person with a baccalaureate degree with major studies in food and nutrition, dietetics or food service management."
Question 14:	For the home delivered meals, it was stated that we would need to deliver to individual houses and that the deliveries would be to commissaries which would then handle the delivery of meals to individual houses. Can you please specify which is accurate?
Response:	Under the current model, the contractor will not deliver meals to individual houses.
Question 15:	If an order is received within 48 hours are, we obligated to accept it?
Response:	Yes, the commissary is obligated to accept any orders received within 48 hours (two days) of the delivery date. However, for any such orders, the contractor may provide an alternate meal replacement if the standard meal is not available.
Question 16:	Please, provide a breakout of meals by type and daily counts for the new sites below. <ul style="list-style-type: none"> ○ Catholic Charities-Richmond, TX ○ Cleveland Senior Citizens – Cleveland, TX ○ Economic Action Committee – Bay City, TX ○ Montgomery County Committee on Aging – Conroe, TX ○ Montgomery County Committee on Aging – New Caney, TX ○ Montgomery County Committee on Aging – The Woodlands, TX ○ Senior Center of Walker County – Huntsville, TX
Response:	The sites listed in the question above are not included in this RFP. Further, the sites listed above provide their own food.
Question 17:	Please, provide a listing of the companies that attended the Pre-Bid Conference.
Response:	A Teleconference Meeting Attendance sheet had been uploaded to the e-bid website.
Question 18:	What meal categories are you primarily interested in "Choice" items?
Response:	The City is primarily interested in congregate meals.
Question 19:	Page 18, 6.6.5.6 – 'Casseroles shall contain 3 oz. of meat per serving (1 cup total portion size) and served not more than once every 15 days. Meat alternates (cheese or beans) may be used in entrée recipes but may not be used to meet the protein requirement. Based on this, casseroles can only be served twice in a six-week cycle (30 meal days). Is this correct?

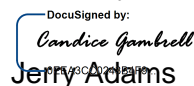
Response:	Yes; this is the recommended cycle and could constitute up to three (3) casseroles in a 6-week cycle, depending on the cycle.
Question 20:	Would meat alternates count toward protein content, especially during the Lenten Season?
Response:	Yes, meat alternates count toward protein content as long as they meet the meal requirements. This is applicable year-round, including the Lenten season.
Question 21:	Are home delivered meals to be delivered to nutrition sites or directly to the client's home?
Response:	No; the contractor will not deliver meals to individual houses. The meals will be delivered to the designated drop-off site.
Question 22:	If home delivered meals are to be delivered to the client's home, are meal delivery receipts (Section 8.5.1) applicable?
Response:	See response to Question 3 above. Meal delivery receipts will be provided upon delivery of the meal to the designated drop-off site.
Question 23:	Where is the "one additional meal per each home delivered meal route per quarter" to be delivered (Section 8.5.1.C.6)?
Response:	The "one additional meal per each home delivered meal route per quarter" is at the nutrition provider's request.
Question 24:	Are signatures required for home delivered meals?
Response:	There is a sign-off process in place upon delivery of the meal to the designated drop-off site.
Question 25:	Will the addition of the Chilled Meals offering to be solely added based on price? Our question refers to the intention of both of the AAA's consideration of expanding this model to the entire consortium? If not, what areas is this model being considered for?
Response:	Yes; chilled meals will be considered for the entire consortium.
Question 26:	Please, describe the home delivery service. Who would deliver to the homes?
Response:	"Home Delivery Meals" is terminology used in the field for a type or category of food/ meals. The contractor will not deliver meals to individual houses. The meals will be delivered to the designated drop-off site.
Question 27:	Does the City of Houston have additional funding to offset any outstanding costs for providers to purchase meals from small business proposers? For example, if the provider's budget allows for meals to be purchased at \$4.00 per unit meal but the proposer's cost is \$4.89 per unit meal, are funds available to cover the \$0.89 difference to allow the provider to use this proposer to provide meal services?
Response:	No; the City will not provide funds to cover any costs above the proposer's budget. The RFP is based on the volume of meals served. The proposer must take into consideration all of their expenses when submitting a response.
Question 28:	According to the table in the RFP, Part III, Section 7.0, Service Area Definition, "Approximate Numbers of Meals", Page 19; Is the data available to categorize the total number of meals per year for each service category to reflect how many meals were served per county?
Response:	No, not at this time. Data is not available to reflect how many meals were served per county. The chart reflects the Harris County numbers (HCAAA) and the surrounding counties numbers (HGAAA).
Question 29:	What do you foresee as a start date for this program?

Response:	The contracts are not scheduled to start until October 1, 2021.
Question 30:	Is there a set amount of funding for this program? If so, how much is allotted total? How much is allotted per each service model (congregate vs home delivery vs frozen meals, etc.)?
Response:	The funding information cannot be provided until the contract is approved.
Question 31:	Will you be serving meals 5 days per week or 7 days?
Response:	The contractor shall serve meals five (5) days a week.
Question 32:	What meal platforms will be served daily (I.E. Breakfast, Lunch, Supper, Snack)?
Response:	The meal platform to be served will be lunch.
Question 33:	Is there a minimum expected order?
Response:	No, there is not a minimum expected order.

When issued, Letter(s) of Clarification shall automatically become a part of the Bid documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Bidder to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response on this Bid, Bidders shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this Bid.

Should you have any questions or need further clarification regarding this solicitation, please contact Raquel S. Rosa at Raquel.Rosa@houstontx.gov, or at 832.393.8798.

Sincerely,

DocuSigned by:

Candice Gambrell

Jerry Adams
Chief Procurement Officer